#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Trent-ESL Student Wellness Assistant

**Job Number:** A-474 | VIP: 1930

**Band:** OPSEU- 6

**Department:** Trent International

**Supervisor Title:** Manager, Trent-ESL

**Last Reviewed:**  July 14, 2023

#### **Job Purpose:**

The scope of responsibility supports the mental health and wellness of Trent-ESL students throughout their lifecycle as a Trent-ESL student, from acceptance to graduation. Reporting to the Manager, Trent-ESL, the Trent-ESL Student Wellness Assistant supports student mental health and wellness through delivering meaningful, engaging, and culturally appropriate programming, and by providing one-on-one support to international students in need.

Working as part of the Trent-ESL and Trent International team, the Wellness Assistant will have a key role in developing a calendar of workshops and events to foster resilience and promote mental health and wellness of Trent-ESL’s students. These events will promote health practices and policies, improve the health and well-being of international students as well as global and cultural awareness.

Under the direction of the Manager, Trent-ESL, the Wellness Assistant will plan, promote, deliver, and host in-person events.

Key programming includes but is not limited to building resilience, managing stress, understanding seasonal affective disorder, cross-cultural education, and supporting racialized communities.

This position is based at the Peterborough campus. The incumbent provides cross-cultural and wellness communication expertise to all Trent campuses. This position offers an opportunity to make the Trent-ESL international student experience a positive one.

#### Key Activities:

* Develop and present a series of online and in-person mental health-promotion workshops for Trent-ESL students recognizing that the audience may include low level English proficiency.
* Create a series of marketing and communications material to be available to Trent-ESL students.
* Work with current wellness support departments.
* Responsible for peer supports and assistance to individuals to promote and educate a healthy lifestyle.
* Identify areas where mental health support for Trent-ESL students can be improved.
* Meet one-on-one with Trent-ESL students to discuss their mental health concerns. Support, triage, refer, and connect them to on and off-campus resources as appropriate.
* Foster collaborative relationships between Trent-ESL and on- and off-campus partners.
* Strengthen the relationship between Trent-ESL, Trent International and the international student community through the coordination of engaging programming and events.
* Monitor and report on projects’ successes and challenges.
* Provide logistical support for Trent-ESL events.

#### Education Required:

* Bachelor’s Degree, College Diploma (3 years).

#### Experience/Qualifications Required:

* Two (2) years of related work experience.
* Excellent organizational skills.
* Ability to communicate effectively.
* Demonstrated written and verbal communication skills.
* Ability to work cooperatively in a variety of setting.
* Must be available to work some evenings and weekends as required.
* Demonstrated proficiency with MS Office suite of programs (Word, Excel, PowerPoint), as well as web-based communications and social networking tools.
* Proven ability to work on multiple tasks and determine priorities in a busy, fast growing, multi-campus environment.
* Proven ability to work effectively in a diverse team environment.
* Social work or nursing background preferred. Experience working with visually impaired clients preferred.
* Fluency in Spanish preferred.
* Other duties as assigned.

#### Supervision:

* No formal supervision of others is required.